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MEMORANDUM

DATE: June 6, 2003
TO: Hospitals, HMOs and Other Managed Care Programs
FROM: Mark B. Moody, Administrator
Division of Health Care Financing
SUBJECT: Hospital Services Handbook

The Division of Health Care Financing (DHCF) is pleased to provide you with a copy of the new Hospital Services Handbook.

The Hospital Services Handbook incorporates current Medicaid hospital policy information into a single reference source. The handbook replaces the Inpatient/Outpatient Hospital Services Handbook, dated September 1999, and all *Updates* except for:

- December 2002 *Update* (2002-68), Introducing the Medicaid Family Planning Waiver benefit.
- October 2002 *Update* (2002-56), Procedure code updates.

This handbook does *not* replace the All-Provider Handbook and all-provider *Updates*, the Wisconsin Administrative Code, or Wisconsin Statutes. Subsequent changes to hospital policies will be published first in *Updates* and later in the Hospital Services Handbook revisions.

Additional Copies of Publications

All *Updates* and the Hospital Services Handbook can be downloaded from the Medicaid Web site at www.dhfs.state.wi.us/medicaid/.

We would like to thank everyone who reviewed the handbook and provided comments.

HIPAA and the Information in This Handbook

Wisconsin Medicaid will issue revised instructions for completing paper claims and prior authorization (PA) requests, including samples of properly completed forms, effective dates, and information for ordering new forms. These revised instructions will ensure that Wisconsin Medicaid is consistent with the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Providers should pay special attention to *Wisconsin Medicaid and BadgerCare Updates* released in July and August 2003 to keep informed of these important changes. Providers must use the information in these Updates, along with this handbook, to ensure proper claims and PA submission.